



Far-IR Surveyor Decadal Mission

Face-to-Face (F2F) Meeting #2

August 16-17, 2016

Logistics

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Meeting Schedule

- Two full-day (8/16-17) meetings planned in building 34, room W305 at NASA/GSFC
 - Parallel discussions on 8/16 afternoon will be held in building 34, room W305 and W360L
- All participants are requested to stay to the close of the meeting on 8/17
 - Let Ruth know if travel plans need to be modified
- Breakfast and lunch will be catered for both days
- Group Dinner on 8/16 at ~7 PM
 - Location TBD



Breakfast and Lunch Schedule

- Continental Breakfast at 7:00 am
- Lunch at 12:00 noon: Box Lunch will be delivered to building 34, room #W305.
 - Non-government Participants: \$17.00 will be deducted for lunch provided.
 - Federal Government/Local Participants: \$12.00 (Sandwich, chips, drink) or \$13.95 (garden salad with sandwich, chips, drink) cash will be collected for lunch **by 10:00 am** each morning of the meeting. Please pay Kathy Sibert.
 - Please advise Kathy Sibert (ksibert@nasa.prs.com) of the type of box lunch (sandwich) you would like for both days **by 9:00 on 8/16**
- Afternoon Snacks after 2:00 pm



Travel/Hotel Arrangements, etc.

- **Travel/Hotel Arrangements**
 - If you need changes made to your travel itinerary or have experienced any problems with your hotel accommodations, please notify Kathy Sibert (ksibert@nasa.prs.com) immediately.
- **Collection of Paperwork (non-government employees) Travel Expense**
 - Receipts are only required for a single expense that is greater than \$75.00 (no receipts is required unless travel expenses are over \$75.00) However, if you paid your hotel or flight expenses, all lodging receipts and airline itineraries are required regardless of cost.
 - The meal per diem rate for this area is \$69.00.
 - First Day of travel is \$51.75
 - Meeting Day is \$57.00
 - Last Day of travel is \$39.75
 - If you seek mileage reimbursement, please attach a MapQuest with the mileage amount printout to the your expense report. Please allow your reimbursement check to be mailed within 30-45 days after receipt of your forms.
- **Expense Reimbursement Invoice**
 - Before leaving the meeting, please sign and return the expense form to Kathy Sibert
- **NASA Participate Survey**
 - At the conclusion of your panel meeting you will receive a “NASA Participant Survey link” by email. As part of our contract evaluation by NASA, NRESS is required to distribute and collect a NASA Participant Survey from all meeting participants. The NASA Participant Survey is used to assess the performance of our NRESS contract relative to the overall meeting support. This offers the opportunity for suggestions for process improvement.